HOW TO COMPLETE AN ADOBE PDF FILLABLE FORM ELECTRONICALLY

Note: Correctly completed electronic forms will experience a faster turnaround.

This ACU International fillable PDF form has been designed to be completed and emailed using Adobe Acrobat Reader DC using a Computer. Mobile devices are not recommended for submitting this form.

You can download Adobe Acrobat Reader DC for free from:

> For PC or Mac Computer/Laptop – Adobe Website- **get.adobe.com/reader/**

> For smartphone or tablet – *mobile devices are not recommended*
> Google Play- **play.google.com/store/apps/details?id=com.adobe.reader**
> App Store- **itunes.apple.com/au/app/adobe-reader/id469337564?mt=8**

Note: If you do not have an Adobe Account and do not wish to create one, you can skip the account creation step.

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1. **Download the fillable PDF form**
   a) Download and save the file as a PDF onto your device (take note of where you have saved it)
   b) If the form has opened in a web browser or another program (not Adobe Acrobat Reader DC), you will need to close it

2. **Open the fillable form in Adobe Acrobat Reader DC**
   a) Open Adobe Acrobat Reader DC
   b) Open the fillable pdf form you have just saved

3. **Complete the fillable form in Adobe Acrobat Reader DC**
   a) When Adobe Acrobat DC opens the PDF, all of the fillable fields will be highlighted. Items that are required are highlighted with red boxes. Items that are optional are highlighted with black boxes (do not use Fill & Sign)
   b) You will now be able to click on the fields and fill out the form to completion
   c) **Computer** – When you have completed the form, click the "SUBMIT FORM" button. This will open a new email with your form attached. Attach further documentation to the email if required
   Mobile device – When you have completed the form, the submit button will not work, you will need to save your form and attach it to a new email message. Attach further documentation to the email if required
   d) Email the form to the email address as instructed. This email must be sent from your **verified email account*** as we cannot process applications sent from another email account. You should check your email Sent Box to confirm your email and form have been sent
   e) You can now save and close your completed form

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* Verified Email Accounts

- *Current ACU students must use their ACU Student Email account*

- *Applicants must use the email account provided in their Application for admission*

ACU and the Queensland Government is committed to supporting our international student community to ensure you feel safe and supported during this difficult period.

The International Student Welfare Grants are focussed on supporting international students in Queensland who have been severely impacted financially by Covid-19. It complements the range of relief programs offered by Queensland Universities, education providers and other existing government support.

APPLICANT DETAILS

First name			
Last name			
Student ID		Date of birth	
Email address		Mobile phone	
Residential address			

ENROLMENT DETAILS

Course name					
Course start date		Course end date			
Visa grant date		Visa expiry date			
Nationality on passport		Are you currently onshore?	Yes	No	

EMPLOYMENT AND HARDSHIP

What is the name of your employer?		
I have lost income and am experiencing hardship due to a reduction in hours or a loss of employment	Agree	Disagree
I don't have enough money, including savings, to meet my basic living costs	Agree	Disagree
I do not have immediate access to other forms of financial support	Agree	Disagree

Please describe the financial hardship you are currently experiencing

DOCUMENTATION
Note: applications will not be assessed until full documentation is received

Documentation that must be submitted with this application to allow assessment of your claim of financial hardship:

- Evidence of employment – Payslips, employment contract
- Evidence of termination of employment or reduced shifts
- Bank statement for last 30 days
- Copy of passport ID page
- Copy of most recent Superannuation Statement
- Any other documentation that you believe supports your claim

AUSTRALIAN BANKING DETAILS

Name on bank account			
Bank			
BSB		Account number	

STUDENT DECLARATION

I declare that I am currently experiencing severe financial hardship/have lost my job or have reduced hours as a result of Covid-19 and ask that the University provide me with a Queensland Government International Student Welfare Grant payment.

First name			
Last name			
Applicant signature*		Date	

* For electronic submission, you must type your full name in the student signature box. Typing your name is considered as your formal signature on the Student Declaration and can only be accepted when this form is submitted via your ACU Student Email account.

Email this application and supporting documents from your student email account to
international@acu.edu.au
Note: applications will not be assessed until full documentation is received.

SUBMIT FORM